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**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR INVENTORY CONTROL SPECIALIST**

**DEFINITION**

Under general supervision, to supervise and participate in the performance of specialized stores operations in the central or branch storeroom; and to do related work as required.

**REPORTS TO:** Warehouse Supervisor

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Purchasing Services Manager. May exercise general supervision over Inventory Control Specialists.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Supervise and participate in the receipt, ordering, stocking and issuing of supplies and materials.
- Check shipments for condition, shortage and discrepancies and prepare reports.
- Prepare requisitions and purchase items which are not stock items necessary for emergency repairs of automotive equipment according to established procedures.
- Check stock items for reorder and prepare reorder requests.
- Assist in maintaining records and in conducting and coordinating reorder inventories and cycle counts.
- Operate forklift, cranes and other storeroom equipment.
- Assist in inventory audits.
- Follow up on overdue shipments with buyers.
- Respond to questions regarding stock items.
- Operate a computer terminal.
- Assist in the supervision, training and evaluation of subordinates.

**QUALIFICATIONS**

**Knowledge of:**

- Store-keeping and inventory methods and procedures.
- Nomenclature, grades and classifications of a variety of supplies and materials.
- Operation and maintenance of stockroom equipment.
- Principles of supervision, training and performance evaluation.

**Ability to:**

- Maintain records.
- Perform heavy manual work in lifting and moving stock.
- Operate cranes, forklifts and other stockroom equipment.
- Supervise, train and evaluate subordinates.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Three year's experience in store-keeping and inventory work.

**MEDICAL CATEGORY:** Group 2

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Senior Inventory Control Specialist

**TO:** Warehouse Supervisor